

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ARCADIA MENTAL HEALTH CENTER
SERVICE AREA 3

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

SENIOR SECRETARY III

Arcadia Mental Health Center is seeking an enthusiastic, highly motivated, reliable, productive, and experienced person to fill the position of Senior Secretary III. Arcadia MHC is a large outpatient clinic serving adult clients who reside in Service Area 3. The main clinic is located at 330 E. Live Oak Avenue in the city of Arcadia.

EXAMPLE OF DUTIES:

- Provides daily management and secretarial support directly to the Mental Health Clinical Program Head and administrative team.
- Gathers data for general information purposes or special reports and contacts other departments for additional materials/information as necessary.
- Schedules appointments and arrange conferences and meetings, including reserving conference rooms and preparing handouts and other materials.
- Coordinates staff meetings and prepares minutes.
- Prepares correspondence, notices, and bulletins.
- Reviews documents submitted to Program Head and ensures all relevant information is included.
- Screens phone calls and refers to the appropriate individuals within the program.
- Creates binders, forms, graphs, spreadsheets, and reports.
- Maintains and organizes the office files.
- Serves as back-up timekeeper for the clinic.
- Runs weekly IS reports for staff.
- Other duties as assigned by the Program Head.

DESIRABLE QUALIFICATIONS

- Strong verbal skills to communicate effectively with others
- Strong written communication skills to edit and draft documents
- Strong administrative and organizational skills
- Adaptable and flexible to meet the high demands of the program
- Able to multi-task, prioritize multiple assignments and meet deadlines
- Highly-Skilled with Microsoft Office software programs: Word, Excel, and Outlook

Interested individuals holding the title of Senior Secretary III are encouraged to submit a resume, last two performance evaluations and Master Timecard via fax or e-mail by **September 7, 2012**.

Elizabeth Gross, Ph.D.
MHC Program Head
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Fax: (626) 821-0858

AN EQUAL OPPORTUNITY EMPLOYER